



**All Boston Youth Fund (BYF) Applicants Must Be (1) 15 Years Old (before 11/01/09), (2) a Resident of the City of Boston, and (3) a Currently Enrolled High School Student. Please Make Sure to Complete Application with Clear and Legible Penmanship (Please Print).**

*This Application Must Be Completed and Submitted to the Boston Youth Fund with ALL other Student Applications*

**Section 1: Personal Information**

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME
_____-_____-_____ SOCIAL SECURITY #	_____/_____/_____ BIRTHDAY (MM/DD/YYYY)	_____ AGE
_____ GENDER		
_____ STREET ADDRESS	_____ NEIGHBORHOOD	_____ ZIP CODE
(____)-____-_____ HOME PHONE	(____)-____-_____ CELL PHONE	_____ EMAIL ADDRESS

**Section 2: School Information**

_____ NAME OF SCHOOL	_____ CITY/TOWN, STATE	_____ GRADE
ARE YOU A BOSTON PUBLIC SCHOOL STUDENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU A METCO PROGRAM STUDENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Section 3: Emergency Contact Information**

NAME OF A PARENT OR GUARDIAN:

_____ LAST NAME	_____ FIRST NAME	_____ RELATIONSHIP
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CONTACT INFORMATION FOR PERSON TO CALL IN CASE OF EMERGENCY:

_____ LAST NAME	_____ FIRST NAME	_____ RELATIONSHIP
(____)-____-_____ HOME PHONE	(____)-____-_____ CELL PHONE	

**Section 4: Employment Information**

HAVE YOU WORKED THROUGH BYF BEFORE?  YES  NO

IF YES:  
WHAT WERE THE DATES YOU WERE EMPLOYED? \_\_\_\_\_ TO \_\_\_\_\_

AT WHICH ORGANIZATION DID YOU WORK? \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THE BYF AFTER-SCHOOL PROGRAM?

- ORGANIZATION  SCHOOL  
 ADVERTISEMENT/FLYER  FRIEND  
 BOSTON YOUTH ZONE WEBSITE  OTHER: \_\_\_\_\_

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**Section 5: Additional Information**

LIST ANY CHARACTERISTICS OF YOURSELF AND/OR INTERESTS YOU WOULD LIKE BYF TO CONSIDER WHEN FILLING POSITIONS.

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LIST ANY TRAINING, CERTIFICATIONS, OR AWARDS; AND/OR ANY OTHER INFORMATION YOU WOULD LIKE BYF TO CONSIDER.

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EXPLAIN WHY YOU ARE INTERESTED IN OBTAINING AN AFTER-SCHOOL POSITION?

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**\*\*Please Note\*\***

***Any Individual Applying for a Position that will be Providing a Service to Anyone 18 Years or Younger, or the Elderly, will be Required to have both a Criminal and a Sexual Offender Background Check Conducted on Them.***

**\*\*IMPORTANT – PLEASE READ BEFORE YOU SIGN!\*\***

I understand and agree that all of the information on this application is true. Any false statements or information will be cause for the withdrawal of this application from the Boston Youth Fund After-School Program.

Student's Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

<u>For CBO Use Only</u>	<u>For BYF Use Only</u>
Received By (Signature): _____ Yes No	Hired: _____
Site Name: _____	Start Date: _____
Date: _____ No	CORI/SORI Req: _____ Yes



## 2009-2010 Boston Youth Fund Youth Job Duties and Description Form

### **TEEN PRODUCTION ASSISTANTS FOR BNN IN-FOCUS YOUTH MEDIA PROGRAM**

In the **BNN In-Focus Youth Media Program** for the **Fall, 2009-2010** Boston teens will receive training and get experience in studio production, digital field production and multimedia. They will produce programs for cablecast on Boston Neighborhood Network channels. The program will run from Tuesdays, Wednesdays 3:30pm – 7:00 pm and Thursdays 4:00pm – 7:00pm from November 6, 2009 – May 28, 2010. Participants will be selected through an application process and paid through the Boston Youth Fund.

### **RESPONSIBILITIES**

- Help produce television shows that will focus on positive youth activities and issues of importance to teens and their communities.
- Assist with the development and production of media projects relating to the Program, including studio shows, short documentaries and public service announcements.
- Examine the role of media in society and help to create more positive messages for youth.
- Help maintain the computer lab, field equipment, studio and other resources used during the Program.
- Other duties may be assigned, including research, outreach and networking.

### **QUALIFICATIONS**

- Must be a Boston resident aged 15-17.
- Basic computer skills and experience, Mac a plus.
- Strong interest in one or more of the following methods of media creation: studio production, digital field production, non-linear editing, digital photography/imaging, or other multimedia production. Prior media production training and experience a plus.
- Willingness to work cooperatively with others to research, plan and produce creative projects; reliability and professionalism; commitment to community service; and excellent people skills.

### **Skills (Career, Educational, Life) Obtained by this Position:**

- Digital field production and editing
- Digital photography, imaging and other multimedia applications.
- Television studio production
- Understanding media
- Project research and planning
- Teamwork

### **Additional Benefits Related to this Position:**

Those who successfully complete the Program will be provided with free BNN membership and access to BNN production resources and cable channels for a year. You will have the opportunity to continue working on your skills and your own projects during BNN's regular staff-supported open-access hours, both during the summer program and throughout the year.

**Location Where Employee Will Be Working:** Boston Neighborhood Network Charles J. Beard II Media Center

**Address:** 3025 Washington Street, Boston, MA, 02119 Phone: 617-708-3200

**Please tell us about yourself by answering the following questions. Please PRINT or type your answers. You may attach extra paper if you need it.**

1. What experience have you had with computers, technology, video production or doing other kinds of creative projects?

2. How well do you feel young people are represented in the media (television, web, print, etc)? What stories need to be told to make a positive difference in our communities? *200 words or more*

3. What else would you like us to know about you, your ideas, and your reasons for wanting to be part of *In-Focus Youth Media*? *200 words or more*

Your signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send applications to InFocus at BNN:**

email: InFocus@bnntv.org

fax: 617-708-3210

mail: In Focus Youth Media

BNN Charles J. Beard II Media Center

3025 Washington Street

Roxbury MA 02119

**Applications must be received by Wednesday, October 7.**

We will contact all applicants by Friday, October 9. We will schedule interviews with selected candidates on Saturday, October 10, from 11 am - 5pm at the BNN Charles J. Beard II Media Center.